Employee Request for Leave

Employee Request Data

Name

Enter the employee's actual name as it appears in their personnel record. Do not enter nicknames or name abbreviations.

Personnel Number

Enter the AASIS personnel number. This is an 8-digit number. It is not necessary to enter the leading zeros. For example, employee number 00000238 can be entered as 238.

Business Area

Enter the agency code. This is a 4-digit number. For example, 0610 represents the Department of Finance & Administration.

Personnel Area

Enter the unique personnel area that this employee is assigned to. The personnel area is a combination of a 2-digit agency code and a 2-digit sequence number representing that agencies physical location. For example, the Department of Finance & Administration has several locations that are sequentially numbered. DFA's first physical location is indicated by FA01.

Leave Request Data

Requested Time

Enter the beginning and ending leave dates and times. Enter the times in military time.

Leave Category

Select the appropriate leave category for the period and specify the leave amount for each category. For example, an employee could request Sick leave to begin Monday at 800 and end Monday at 1700 for a total of 8 hours. Next, the employee could request Annual leave to begin Tuesday at 800 and end Wednesday at 1700 for 16 hours.

Authorizations

Employee

The employee must sign the time sheet to validate the request.

Approving Authority

The employee supervisor must approve the request. If needed, an additional approving authority is provided.

Timekeeper

The timekeeper must sign the request indicating that the leave data was entered into the system.

Comments

An employer or employee may enter optional data relevant to the request in the comment field.